

H.E. White Elementary/Lizemore Elementary

Professional Job Posting – Afterschool Teacher

School Year 2022-2023

* Afterschool positions will be offered based on student enrollment and available funding. A minimum enrollment of 10 students per teacher is required for each session in order to provide afterschool services. Positions may be terminated if funding ends or enrollment is insufficient.

Positions:

1. Emergent Reader/Math (Grades K-1) (Offered 4 Nights Per Week/30 Minutes per session)
2. Developing Reader (Grades 2-5) (Offered 4 Nights Per Week/30 Minutes per session)
3. Healthy Choices (Grades K-5) (Offered 2 Nights Per Week/30 Minutes per session)
4. Math (Grades 2-5) (Offered 4 Nights Per Week/30 Minutes per session)
5. Enrichment (Offered 2 Nights Per Week/30 Minutes per session)
6. Substitute (As Needed)

Job Description:

- Provide afterschool instruction one to four evenings per week based upon program design and student needs.
- Document afterschool lessons following program guidelines.
- Attend all professional development related to afterschool duties, including three mandatory days of training prior to the start of the school year.
- Complete required documentation, including attendance for all students, in an accurate and timely manner, and maintain afterschool records.
- Recruit and sign up students weekly.
- Align afterschool activities with regular-day programming.
- Communicate with regular-day teachers to provide Support for Personalized Learning (SPL).
- Involve parents by utilizing volunteers, scheduling parent activities, and conducting family nights.

Terms of Employment: September 6, 2022 – April 20, 2023 (Make-up days will be added in the event afterschool is cancelled.)

All teachers must complete required training provided by Save the Children.

*Teachers must also have completed training in Microsoft Office Teams and be prepared to offer instruction through Teams in the event of a school closure.

Qualifications: Teaching certification required. However, in the event no fully certified teacher is available, candidates with substitute teaching experience or service personnel will be considered. Also, candidates not employed by Clay County Schools who have expertise and experience in enrichment areas will be considered pending a satisfactory background check.

Compensation: \$22.00 per hour for certified staff and \$20.00 per hour for non-certified staff (up to 3 hours per evening depending on location and bus schedule)

Date of Posting: August 22, 2022 – August 26, 2022

Send the attached bid sheet to Joe Paxton, Superintendent of Clay County Schools, Post Office Box 120, Clay, WV 25043. Bids must arrive in the Central Office by 3:00 P.M. on Friday, August 26, 2022. If mailing or faxing bid, please contact the Central Office to confirm receipt of bid.

For additional information, please contact program director, Dr. Michelle Samples, at 304-587-4266, or emsample@k12.wv.us.

The Clay County School System is an equal opportunity employer. Employment opportunities are offered without discriminating on the basis of race, color, national origin, gender, age, disability, and retaliation.



Clay County Schools



2022-2023 Elementary Afterschool Teacher Bid Sheet

WEST VIRGINIA'S 21st CENTURY
COMMUNITY LEARNING CENTERS
Soaring Beyond Expectations

Name: _____

School where you would like to work:

(Mark 1-2 with 1 being your first choice and 2 being your last choice. Only mark locations you can reach by the program start time of 3:30.)

___ H.E. White Elementary

___ Lizemore Elementary

* Number of evenings per week you want to work (Enrichment teachers may work 1 or 2 evenings per week.):

_____ 1 _____ 2 _____ 3 _____ 4

Days of the week you are available to work: ___ Mon. ___ Tues. ___ Wed. ___ Thurs.

Afterschool Positions

(Mark 1-6 with 1 being your first choice and 5 being your last choice. Only mark positions for which you want to be considered.)

___ Emergent Reader/Math Teacher (Grades K-1) (H.E. White Elementary Only)

___ Developing Reader Teacher (Grades 2-5) (Lizemore Elementary Only)

___ Healthy Choices Teacher (Grades K-5)

___ Math Teacher (Grades 2-5)

___ Enrichment Teacher* (Grades K-5) (Complete the Enrichment Teacher section below) (Lizemore Elementary Only)

___ Substitute Teacher (as needed) (Grades K-5)

* Enrichment Teacher Applicants Only Complete the Section Below.

Please list topic(s) to be taught: _____